



## United States Fish & Wildlife Service

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09/16/2003

### Memorandum

**From** AD - Budg, Planning & Hum Res  
**Subject** CARES - Biology & Natural Resource Jobs

The following is an update on **CARES**, the Service's new on-line application and recruitment program. **CARES** stands for: Conservation Applicant Referral and Evaluation System.

#### **When will natural resource and biology jobs be advertised through CARES?**

Within the next 1-2 months all recruitment for positions in the 400 job series will be advertised under CARES. This means that many of our positions will be covered under this new recruitment process, such as:

Refuge Manager/Refuge Operation Specialist, GS-485  
Fishery Biologist, GS-482  
Wildlife Biologist, GS-486  
Fish and Wildlife Biologist, GS-401  
General Biologist, GS-401  
Fish and Wildlife Administrator, GS-480  
Biological Technician, GS-404

#### **What are the differences between CARES and our old recruitment process?**

The CARES program significantly changes the application, recruitment and selection processes.

- > The supervisor/selecting official is no longer required to develop and submit KSAs/crediting plans. The manual ranking panel process is also eliminated.
- > Instead, the selecting official (with the assistance of the Human Resources Specialist) selects statements and questions to be addressed by the applicants. Thoughtful selection of these ranking statements/questions effects the quality of referrals since the ranking of applicants now occurs electronically through CARES.
- > Applicants MUST apply on-line through the CARES application process. For now, submission of paper applications will continue for ONLY those jobs not advertised using CARES. The electronic application process makes it easier for applicants to

meet application deadlines, especially while on leave or travel.

- > Certificates and the applications of the best qualified candidates are sent electronically to the selecting official.
- > Applicants will be able to identify the types of positions they are interested in and receive vacancies automatically.
- > Applicants will be notified electronically about the status of their application.

### **How do I apply through CARES?**

Because CARES requires an on-line application process, applicants must create a one-time job profile which requires answering standard employment questions. To create a job profile access <http://jobs.fws.gov>. Just click on the 'Log into CARES' icon to build your profile.

### **Why should I create my profile now?**

Completing your CARES profile and resume in advance will prepare you to quickly and efficiently apply for positions advertised through CARES. We encourage all employees to create their profile and resume now so that they will be ready when a vacancy opens. Remember to update your profile and resume with current employment and contact information.

### **What other jobs are being advertised through CARES?**

Eventually, all positions will be advertised through CARES. The FWS is implementing CARES in stages based on job series. Currently the following job series are advertised through CARES. 025, 201, 203, 301, 303, 318, 326, 341, 343, 344, 460, 485, 560, 1105 and 1811.

### **Where can I find CARES announcements?**

All FWS vacancy announcements can be accessed through <http://jobsearch.usajobs.opm.gov/a9fws.asp>.

### **If I'm getting ready to advertise a position that is covered by CARES what should I do?**

Contact the Human Resources Specialist that services your program area and they will walk you through the CARES recruitment and selection process.

The following HR Specialists service the Director's Office, EA, IA, LE, BMO and BPHR:

Ed Dinep, Team Leader	703-358-2592
Joeanna Headen	703-358-2593
Marquis Chambliss	703-358-2583

The following HR Specialists service NWRS, MBSP, ES and FHC:

Cheryl Brunk, Team Leader	703-358-2594
Leigh Delaughter	703-358-2591

James Frain

703-358-2116

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*Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.*